



# **2023 New Zealand Secondary School Swimming Championships**

## **Event Information Booklet**

**20<sup>th</sup> July – 23<sup>rd</sup> July 2023**

**Wellington Regional Aquatic Centre  
63 Kilbirnie Crescent, Kilbirnie, Wellington**

### **Contact Information**

Chloe Francis

Events Manager

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Updated: 31<sup>st</sup> October 2022

This is a living document and amendments may be made. The information in this booklet is correct at the time of publishing. Swimming New Zealand will not be held liable for any costs and expenses incurred by any person following any changes to the information outlined in this booklet.

For the latest information, please check the event page on the Swimming New Zealand website to ensure you have the up-to-date version

## **Purpose**

The New Zealand Secondary School Championships will run across 6 sessions and sees the best secondary school swimmers go head-to-head for the national title and the secondary schools seeking the top school title. This competition has a particular focus on enjoyment and pride in representing your school, with lots of relays on offer to promote team swimming as well as some fast swimming.

## **Good Sports**

Please note that this is a Good Sports event. Swimming NZ is proud to partner with and join the Good Sports movement. This program aims to help everyone provide the best sporting experience to their kids.

[Click here to learn more about Good Sports](#)

## **Entry Information**

### **Important Information**

All team managers and coaches must be police checked by SNZ. If you do not have an approved police vetting in the SNZ database by the time of the accreditation close date you will not be issued with an accreditation.

This is non-negotiable.

Please find the police vetting request form [here](#) and email [henrietta@swimming.org.nz](mailto:henrietta@swimming.org.nz) for any further questions you may have.

Please note, police checks may take up to 6 weeks – allow enough time before the event to have these processed.

### **Swimming New Zealand rules and regulations govern this competition.**

This meet is open to financial, registered (at the time of competition) Swimming New Zealand swimmers – as a school swimmer, club swimmer or competitive swimmer. Non-SNZ members can enter through the online entry form and SNZ will create a school membership on the SNZ database for these competitors based on the information provided. All participants must agree to comply with the SNZ rules and School Sport NZ eligibility.

The 2023 NZ Secondary School Swimming Championships is for year 9 to 13 students only and will be raced across Short Course (25m) format.

The age groups to be swum by both male and female are Para multi-classification 13 and over, 13 years, 14 years, 15 years, 16 years, 17 years and over. Students must be under 19 years of age on 1 January 2023. The competition is open to all schools in New Zealand with Year 9-13 students.

*Home schooled swimmers are eligible to participate as stipulated by School Sport NZ. Home schooled students would swim as a visitor and not be aligned with any school. The students would be eligible for visitor medals only. The parent of the student must sign-off a document with the event organiser accepting full responsibility for their student including the event health and safety plans.*

## **Entry Deadline**

<b>Entries</b>	<b>Timeline</b>
Entries Open	31 <sup>st</sup> May 2023
Individual Entries Close	4 <sup>th</sup> July 2023 at 11.59pm
Relay Entries Close	5 <sup>th</sup> July 2023 at 11.59pm

Late entries will be accepted for 24hrs, as per SNZ Policy 006. A \$50 (NZD) late entry fee will apply. Please email all late entries to [entries@swimming.org.nz](mailto:entries@swimming.org.nz)

### **Individual Entries**

Swimming New Zealand Members are to enter through the SNZ database via their SNZ Fast Lane page.

[Click here to enter through your Fast Lane page](#)

Non-SNZ members need to enter through the online entry form, the link is provided below. SNZ will create a school membership on the SNZ database for these competitors based on the information provided. All non-SNZ members from 2018 - 2022 now have a SNZ ID through entering in these years. If you are unsure of your login please contact [database@swimming.org.nz](mailto:database@swimming.org.nz).

[Click here to enter as a non-SNZ member](#)

### **School Relays**

Schools will enter relays by submitting a relay entry form available on the event page of the SNZ website.

[Click here to enter relay teams](#)

### **School Confirmation**

All competitors will need to be approved by their school to compete. Schools will receive an email once entries have closed, but they can also check the entry by team list once psych sheets are posted, asking them to confirm the student attends their school and they are approved to compete at the event to be permitted to swim.

[Click here for the school approval form](#)

### **Entry Fees**

Location	Individual Entry Fee	Relay Team Entry Fee
Student	\$15	\$35

Entry fees must be paid prior to the start of the meet. If they have not been paid it will result in the withdrawal of swimmers.

Schools will be invoiced by Swimming New Zealand for all relay entries, and the individual entry fees of those who are not entering via the database.

No refunds for any withdrawals before or during the meet. Refunds for any medical withdrawals can be considered if a signed medical certificate is supplied.

### **Qualification Criteria**

Age as at 20<sup>th</sup> July 2023

The qualifying period is from 1 January 2022 to 12 July 2023.

The qualifying times are 25m short course times. Qualifying times swum in pools other than 25m pools must be converted using the SNZ [conversions](#).

Individual entry times will be generated by the SNZ database – and can be from either approved or unapproved meets. For non-SNZ Members proof of times from their Regional Swimming Championships must be sent to [entries@swimming.org.nz](mailto:entries@swimming.org.nz). Performances from international, regional and local competitions not held within the database will not be eligible for use to enter this championship.

### **Relays**

Male and female relays will be swum as timed-finals and in the age groups Under 16 (15&U) and 16 & Over. Younger swimmers can swim in the older age group, but older swimmers cannot swim down.

If an Under 16 (15&U) swimmer swims in the older age group, they cannot also swim in the younger age group of that event.

Mixed relays will be swum in the same age groups and teams must consist of 50% male and 50% female swimmers. Points from these races will not count towards top school relay trophies.

### **Skins Event**

The 4 x 50m skins event won't receive entries. The fastest 8 athletes from the 100m IM for each of the skins age groups will form the field. We will spin the wheel prior to each leg of the skins competition to determine the swim stroke for that 50m effort. Two swimmers will be removed per leg until we have two swimmers in the 4<sup>th</sup> effort.

The male event will run in entirety, followed by the female event.

This event will be worth double points.

Please note that if you do not wish to swim in the Skins event, you must complete a withdrawal form within 30mins of swimming the 100m IM. No late withdrawals will be accepted.

### **Psych Sheets**

Psych Sheets will be posted on the event webpage as soon as possible after entries close.

Any corrections and changes to psych sheets are to be sent to [entries@swimming.org.nz](mailto:entries@swimming.org.nz) within 24 hours of the psych sheets being posted.

Any changes made after the final psych sheets are published will not be updated online, but will be completed and updated on the SNZ event file.

### **Para Swimmers**

The 2023 New Zealand Secondary School Swimming Championships are open to Para swimmers who have a classification of some form – provisional, national or international. To discuss the status of your classification, contact Disability & Para

Swimming Participation Manager Cameron Leslie on [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz).

Medals will be distributed based on the World Para Swimming points system (similar to the percentage of the world record calculation) using the event software, of which results are final. Para swimmers will swim in their own multi-classification timed finals in the Para multi-classification 13 and over age group.

There are no qualifying times for Para swimmers but you must have a time on the SNZ database.

Para swimmers are eligible for the following events: 50m for all strokes, 100m for all strokes excluding butterfly, 200m freestyle, 100m IM for all classifications.

For any questions regarding classification, please contact Cameron Leslie via email at [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz)

## Event Information

### Opening Hours

Competition	Morning	Afternoon
Thurs 20 <sup>th</sup> July		14.45 (gates)
		16.25 (comp)
Fri 21 <sup>st</sup> July	7.15 (gates)	15.00 (gates)
	8.45 (comp)	16.25 (comp)
Sat 22 <sup>nd</sup> July	7.15 (gates)	15.00 (gates)
	8.40 (comp)	16.25 (comp)
Sun 23 <sup>rd</sup> July	7.15 (gates)	
	8.40 (comp)	

Schools and/or athletes that wish to train outside these times will have to organise their own times with the pool and pay entry.

### Results

Results will be posted online, Swimming New Zealand will have live results accessible via a link on the event webpage during competition.

Individual results can also be found via the free Swimming New Zealand App: [mytogs](https://mytogs.com)

### Ticketing

Tickets	Morning	Afternoon
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Adult	\$7.50	\$7.50
Child	\$7.50	\$7.50
Concession	\$7.50	\$7.50

A limited number of tickets will be available from Saturday 8<sup>th</sup> July at 9am. Tickets will be available for purchase via Humanitix.

A ticket will permit entry into the public grandstand. A ticket holder is not permitted to enter pool deck without an accreditation pass. SNZ reserves the right to ask you to return to the public grandstand or to be removed from the venue.

### Spectator Entrance

The spectator entrance will be located through the main competition event doors at the far end of the venue.

### Livestreaming, Photography & Videography

Photos and videos will be taken throughout the competition. All athletes and spectators have agreed to allow photographs, videos, audio recordings and audio recording to be taken by accredited SNZ contractors to be used for any legitimate purpose by SNZ.

This event may be livestreamed. If you have any questions or wish to discuss this further, please contact [events@swimming.org.nz](mailto:events@swimming.org.nz).

Spectators agree upon entry that photographic, video or audio recording equipment is prohibited for any purpose which may include, without limitation, video and/or audio recorders, camera tripods, monopods or lenses with a total focal strength of greater than 300mm and commercial digital video equipment. The SNZ Event staff will, at their sole discretion, determine whether an item is intended for personal or commercial use.

### Merchandise

Merchandise for this event is provided by SNZ partner Teamline and is available for pre-purchase. In addition, race suits and other swim products are available from Teamline on their online store and from their pop-up store located in the SNZ boardroom alongside the grandstand. Find everything you need on their website [www.teamline.co.nz](http://www.teamline.co.nz)

### Parking

Parking is limited at the venue. Please try and limit the number of vehicles you travel into the meet.

## Athlete Information

### Pool Access

#### **Swimmers**

Access to the pool for all swimmers, coaches and team managers is via the main competition event entrance. Accreditation must be work around the neck to gain access. No accreditation = no entry

Lost accreditation can be replaced at a cost of \$15 each.

### Warm-Up Procedure

Date	Warm-Up Times
Thu 20 <sup>th</sup> July	Morning: N/A
	Afternoon: 3pm – 4.10pm
Fri 21 <sup>st</sup> July	Morning: 7.15am – 8.20am
	Afternoon: 3pm – 4.10pm
Sat 22 <sup>nd</sup> July	Morning: 7.15am – 8.25am
	Afternoon: 3pm – 4.10pm
Sun 23 <sup>rd</sup> July	Morning: 7.15am – 8.25am
	Afternoon: N/A

Swimming New Zealand use a standard warm-up procedure for all national competitions. Please refer to the warm-up procedure document on the event webpage.

### Athlete Seating

Seating will be available on pool deck as well as in the grandstand.

Schools will not be allowed to reserve seating throughout the event. All signs on seats will be removed by SNZ.

Please be respectful with the space your school uses.

### Strapping

Swimmers with strapping must provide documentation from a relevant registered health practitioner or physiotherapist and be reviewed by the Technical Director prior to swimming. Any swimmers without such documentation will not be permitted to swim.

### Meet Set-Up

The meet is short course (25m pool). All events are timed finals.

Events will be super seeded with the top 10 swimmers in each age group swimming together in the last timed finals for each respective event, all other swimmers will be rank seeded.

### Marshalling Process

Self-marshalling will be employed during all sessions of this event. Swimmers will assemble 4 heats prior to their event. For all 50m events swimmers need to be behind the blocks 6 heats prior to their event.

### Victory Ceremonies and Medals

Medals shall be awarded for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placed swimmers for all age group and Para events. The victory ceremony timetable will be included in the programme, and we will endeavour to run to this timetable. If for any reason there is a delay in the results being available, the medal presentation for that event will take place as soon as possible.

There is strictly not photography to be taken of the medal ceremonies. All photos will be available on the Swimming New Zealand Facebook page.

Please make sure all swimmers are on time for their victory ceremony. Swimmers will not be allowed to walk on to the victory podium late and will have to collect their medal after the ceremony has ended.

### **Dress Standard for victory ceremonies:**

- School t-shirt, jacket or sweatshirt.
- Shorts, trousers or skirt must be worn.
- Shoes must be worn
- No Caps or Goggles.

## Team Manager Information

### Accreditation

Schools will need to complete the coaches and managers form for team personnel who are attending the meet. Event passes will be allocated to schools based on this information.

Any team manager and coach must be police checked by SNZ. If you do not have an approved police vetting in the SNZ database by the time of the event, you will not be issued with an accreditation. This will be non-negotiable.



Please find the form [here](#) and email [henrietta@swimming.org.nz](mailto:henrietta@swimming.org.nz) for any further questions you may have.

Please note, police checks may take up to 6 weeks – allow enough time before the event to have these processed.

Accreditation must be worn at all times, around the neck, to gain access to the pool. No accreditation no entry. Lost accreditation can be replaced at a cost of \$15.00 each.

Any coach or team manager who is caught giving their accreditation to anyone other than themselves, will have their accreditation removed for the remainder of the event.

Date	Deadline
Applications Open	24 May 2023
Applications Close	13 July 2023 at 11.59pm
Late Applications Close	15 July 2023 at 11.59pm

No accreditations will be accepted after the late application closes.

A link to apply for coach and team manager accreditation will be available on the event webpage closer to the opening date, with this page providing more details regarding gaining accreditation.

Please note: late applications from the 14<sup>th</sup>-15<sup>th</sup> July will incur a \$50 late fee for each individual. Accreditations will not be processed until the fee has been paid.

#### **Accreditation Criteria**

Coaches must be registered with Swimming New Zealand under the member category 'Coach' and must be showing as financial and active in the Swimming New Zealand database.

Managers must be an active member on the Swimming New Zealand database. They can be registered as volunteer member and must have a Police Vetting check completed on their SNZ profile. They are not permitted to be undertaking any coaching on pool deck.

Photo accreditation will be incorporated for this event, so a headshot or passport photo will be

required to be included as part of the application process.

Anyone without accreditation will need to purchase a spectator ticket.

#### **Pool Access**

##### **Coaches & Team Managers**

Access to the pool for all swimmers, coaches and team managers is via the rear competition events entrance. Accreditation must be worn around the neck to gain access. No accreditation = no entry.

Accreditations will be available for collection from the accreditation at the competition entrance from 2:30pm Thursday 20<sup>th</sup> July.

Lost accreditation can be replaced at a cost of \$15 each.

##### **Team Managers Meeting**

There will be a Team Managers Meeting held at the venue, in the Officials Room located near the accreditation entrance.

##### **Officials Room**

**Thursday 20<sup>th</sup> July at 3pm**

It is compulsory that all Team Managers attend this meeting so that processes can be explained, accreditation handed out and any questions answered.

##### **Session Programmes**

All session programs will be published online via the Livetiming website.

There will be no printed programs for coaches or team managers

##### **Event Communication**

During the meet SNZ will use the multi-txt system to communicate to coaches and managers during the meet, please ensure your contact details are correct when completing your accreditation application. Number will not be entered once the event has started.

##### **Banner Placement**

Swimming New Zealand will have signage in and around the facility; this signage will take precedence over school banners. SNZ reserves the right to remove any banners that are not in appropriate areas or that conflict with event

signage/sponsors.

### **Withdrawals**

Withdrawals from events for session one will need to be submitted at the Team Managers meeting held prior to the start of the meet.

Any late withdrawals will see 25 points deducted from total points for schools as per Policy 008.

As all events are run as timed finals SNZ Policy 008 will apply. *For timed-finals, withdrawals must be advised by the end of the session preceding the session with the timed final event.*

All withdrawals via email after 3pm on Thursday 20<sup>th</sup> July, will be considered late and will incur a fee. All withdrawals will need to be either submitted at the team managers meeting or by the withdrawals form found at the resolution desk.

### **Protests**

Protests must be submitted to the referee, in writing, on the protest form by the team manager

only within 30 minutes following the conclusion of the respective event. This needs to be accompanied in cash by the \$100.00 protest fee.

If conditions causing a potential protest are noted prior to the event a protest must be lodged before the signal to start is given.

All protests shall be considered by the referee. If the referee rejects the protest, they must state the reasons for their decision. The Team Manager may appeal the rejection to the Jury of Appeal whose decision shall be final.

If the protest is rejected, the deposit will be forfeited to SNZ. If the protest is upheld the deposit will be returned.

### **Opening Ceremony**

There will be an opening ceremony prior to the start of session two on Friday 21<sup>st</sup> July at 8.30am. further details will be communicated closer to the time.

### **Medal Ceremony Timetable**

Day	Session	Medal Ceremony
Thursday 20 <sup>th</sup> July	One	Presented at the conclusion of Session One
Friday 21 <sup>st</sup> July	Two	Presented during and at the conclusion of Session Two
	Three	Presented during and at the conclusion of Session Three
Saturday 22 <sup>nd</sup> July	Four	Presented during and at the conclusion of Session Four
	Five	Presented during and at the conclusion of Session Five
Sunday 23 <sup>rd</sup> July	Six	Presented during and at the conclusion of Session Six

### **Points**

2023 NZ Secondary School Swimming Championship points are as follows:

#### **Age Group Events**

Place	1	2	3	4	5	6	7	8	9	10
Points	26	21	17	14	12	10	8	6	4	2

#### **Para Events**

Place	1	2	3	4	5	6	7	8	9	10
Points	26	21	17	14	12	10	8	6	4	2

#### **Relay Events (not mixed relays)**

Place	1	2	3	4	5	6	7	8	9	10
Points	26	21	17	14	12	10	8	6	4	2

- Trophies will be awarded to:
  - Top All Girls School
  - Top All Boys School
  - Top Co-Ed School
  - Top Para School
  - Boys Relay Trophy – overall relay points
  - Girls Relay Trophy – overall relay points

Note: Schools can only win the above Top School trophies based on their school type. i.e. A Co-Ed School cannot win either of the Top Girls or Top Boys School trophies.